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6 October 1983

MEMORANDUM FOR: Deputy Director for Administration
FROM: 25X1
Director of Security
SUBJECT: Office of Security Significant Activities
Week of 29 September 1983

1. This memorandum is for information only.

2. The activities of the Office of Security during the week of 29 September - 5 October 1983 were highlighted by the following items:

° Efforts on the Security Awareness film "Security in the Office" are proceeding well. The Security Education Group has devoted two representatives to this task and film production is now approximately half finished.

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° The Information Systems Security Group recently completed the fourth 1983 presentation of the Information Systems Security Training Course. [redacted] Office of Security personnel and five individuals from several agencies were in attendance. The agencies represented were NSA, State Department, U. S. Air Force, and the U. S. Secret Service.

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° The Security Education Group recently completed its quarterly presentation "Orientation to the Office of Security" for new clerical employees. [redacted] clerical employees attended.

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* Items which may be of interest to the DDCI

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